

**Instructions for Preparing the Ombudsman Volunteer Recruitment Initiative
Financial Closeout Report
(OMB-CDA 002, New 6/04)**

HEADING

Enter the contractor (AAA) name, PSA number, contract number, revision number, and the fiscal year of the closeout. The contract number will consist of the two-letter funding source followed by a space, a numerical fiscal year number followed by a hyphen, and a two-digit PSA number (e.g., AP0405-01).

COST CATEGORIES

The lines in this section list the allowable cost categories for reporting actual costs for the Ombudsman Volunteer Recruitment Initiative.

Lines 1 through 6

Enter the costs for Personnel, Training, Travel, Equipment, Volunteer Recognition, and Operating Expenses.

Line 7

Enter the total of the costs identified in lines 1 through 6 above.

CERTIFICATION

The AAA Director should sign the closeout report, indicating the certification of the closeout by the AAA.